MUNIS® Program Changes

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Introduction

Program Change Format

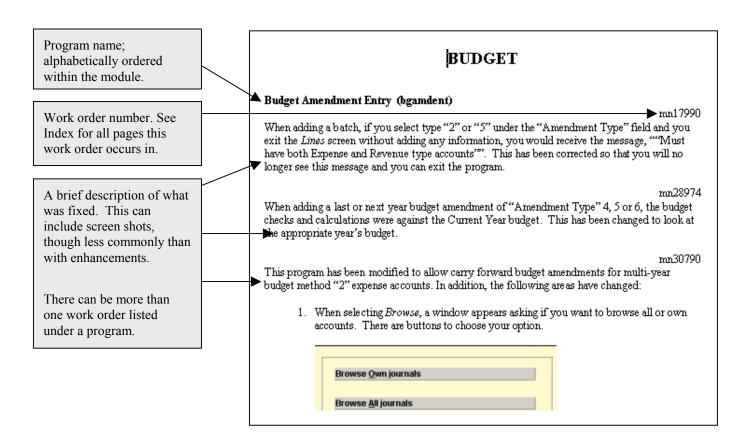
Program changes are those work orders that address situations where MUNIS software was not working as expected. In this document, write ups consist of three main sections:

1. Program name: This document is ordered alphabetically by module, then by program

name.

2. Work Order Number: This is the number associated with the issue. These are indexed in the back of this document. This way, if you want to follow an issue based on the work order number you can look it up in the index.

3. Description: A description of the issue; tells what the problem was and how the program now works.



CUMULATIVE LIST OF OBSOLETE PROGRAMS & FORMS

Cumulative List of Obsolete Programs & Forms

The following form(s) are no longer available. Please adjust your system accordingly.

PROGRAMS	FORMS
spdepmnt.42r	spdevic2.42f
fadptmnt.42r	spdevic9.42f
wodilrmt.42r	spformd2.42f
spfxnull.42r	spformd6.42f
	Armailin

ACCOUNTS PAYABLE

Automated Checks (apchecks)

mn43097

When processing a manual check (selecting *Man-single*) then manually processing a second check, the second spool file contained information from the first check as well as the second check. This has been corrected so that when processing manual checks, the spool file only contains the correct check information.

mn43320

If you processed checks using multiple cash, the display indicated the correct check number for all accounts but the incorrect check number printed in the CHECK RECONCILIATION program. This has been corrected so that the check number printed corresponds with the cash account.

mn43652

The following issues have been corrected when using "Check Format" M in this program:

- The bottom section of the checks is printed correctly.
- In the A/P PARAMETER MAINTENANCE program, select the *Laser Data* side menu option when using format "M" to add additional information.

mn43960

When the "Check Format" field was set to "H", manual checks did not print. This has been corrected.

mn44026

When you entered your define criteria and selected "Eft", the program incorrectly included invoices and dollar amounts from vendors with a prenote of "Y". This has been fixed so prenote vendors are not included in the totals.

Import Invoices from ASCII File (apinvimp)

mn41718

Previously, if you imported several invoice files without exiting and re-entering the program, while the first file imported correctly, the remaining files' GL accounts were not included in the detail section of the report. This has been corrected.

Invoice Entry (apicdent)

mn43721

When liquidating items off a purchase order, this program has been changed so that the "Auto-Increase..." and "Auto Decrease..." fields (found in PO PARAMETER MAINTENANCE) work correctly.

Invoice Maintenance (apinvmnt)

mn44025

Previously, if you modified an account on an invoice so that it was less than the invoice total and you added a second account that was less than the difference remaining, the message "'Detail total does not match the invoice total'" appeared and you had to down arrow to another detail line. This has been corrected so that the same message prompts you only after pressing <ESC>.

Note: You then need to correct the detail lines to match the invoice header.

Merge Vendors (apvdrmer)

mn43495

Previously, if you merged vendors with the same invoice number, an error occurred. This has been fixed. In addition, the 1099 detail data was not converting properly. This has been fixed.

Vendor Maintenance (apvdrmnt)

mn43464

You are no longer prompted enter a Social Security number in this program.

Vendor Warrant List (apwarrnt)

mn43319

Previously, the "Amount:" field on the first page of the printed report frequently displayed as \$0.00 when the total actually had a dollar amount. This has been corrected.

ACCOUNTS RECEIVABLE

Apply Advertising Fees (tncadlfe)

mn45657

This program now to correctly allocates fees.

Apply Pre-Payments (arprepay)

mn44458

Previously, if no prepayments existed, the *View All* side menu option displayed erroneous records. This has been corrected and the message ""No data available, [Find] option not called or returned no data."" displays at the bottom of the screen when there is nothing to display.

Bill Refund Processing (arrefund)

mn41283

You can now refund interest paid on a bill with no principal paid.

Payment Entry (arcshrct)

mn19726

The J=Cashdraw side menu option now behaves consistently between the main bill screen and the *Misc Cash* receipts screen, regardless of the validation switch.

mn28486

The cash drawer opens for every payment method type.

mn42570

When accounts on the Miscellaneous Cash Receipt screen (*Misc Receipt*) do not cross funds, the program correctly checks the GL record for any org/obj/proj combination and returns only one record

mn43695

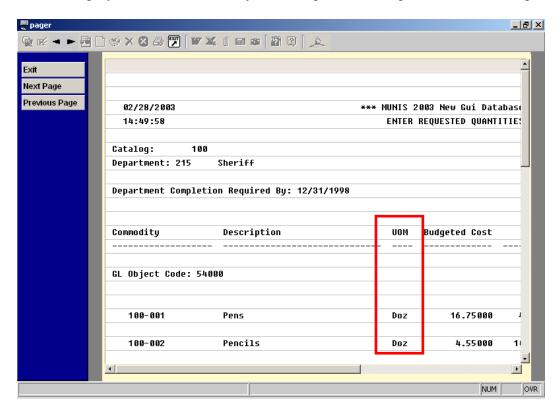
Proration no longer occurs on an installment paid in full.

BID MANAGEMENT

Enter Requested Quantities (bqcatord)

mn15380

The commodity's Unit of Measure did not display on the report. This has been corrected and the "UOM" displays for each commodity on the report for both portrait and landscape modes.



Vendor Bid File Maintenance (bgcatbid)

mn41789

When entering Vendor Bid prices by the "V" method, the *View Detail* option displays valid commodity code information.

BUDGET

Next Year Budget Entry (bgdeptrq)

mn44685

If you were level 1 status (in the ID Code Maintenance program, option B, "Maximum Budget Level" field) and you selected *Qty-Amt* to update budget records, no updates were made to the records, regardless of budget level. This has been corrected so that you can now update level 1 budget records.

FIXED ASSETS

Asset List by G/L Account (faglalst)

mn43465

Previously, the report incorrectly displayed the "Acquisition Cost" and didn't display the "LTD Depreciation Amount" for depreciation transactions (types 5 & 6). This has been corrected so that for these transaction types, the "LTD Depreciation Amount", not the acquisition cost, is displayed on the report.

Asset List by Fund/Department/Location/Class (faloclst)

mn43664

In certain circumstances, when selecting *Define* then <Esc>, the errors, ""Open statement 8 failed -999"" and ""Fetch statement 8 failed -400"" appeared and you could not run the report. This has been corrected.

GENERAL BILLING

General Billing Invoice Entry (gbinvent)

mn43967

Previously, when you created an invoice and modified the "Revenue Account" section at the bottom of the screen, then updated the "Qty" and "Price" fields, the "Revenue Account" section displayed the original information. This has been fixed so that changes made to the revenue account section are updated correctly.

General Billing Invoice Maintenance (gbinvent)

mn45075

Previously, the *Apply Credit* option created incorrect journals. This has been fixed.

Recurring Invoice Maintenance (gbrecurr)

mn42832

Previously, if you added a charge to a recurring invoice in the "Price" field and you pressed <ESC> before tabbing through all the fields, the charge price changed to "0.00". This has been corrected.

GENERAL LEDGER

Account Trial Balance (glatrbal)

mn43094

Previously, if you selected *Display-format* and entered the "Org" number but chose *Help* in the "Obj" field to select an object from the popup window, after pressing *Select* the "Obj" did not display. This has been fixed and the "Obj" field choice is displayed.

Balance Sheet Report (glbalsht)

mn43354

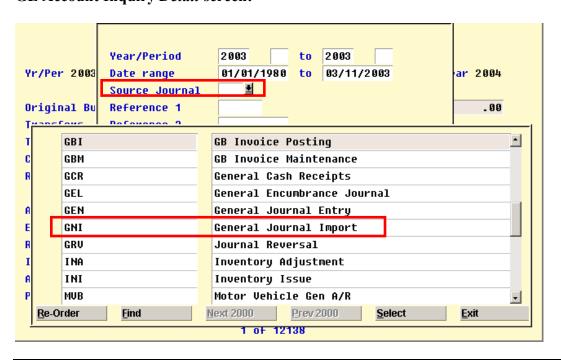
When running a "last year" report, the program did not correctly calculate the balance for all control accounts. This has been corrected so that for Expense and Revenue control accounts, the "Net Change" column on the Balance Sheet now checks Year End Close entries (YEC's) and Adjustment Journal Entries (AJE's).

G/L Account Inquiry (glacting)

mn45169

When selecting *Detail* and the help drop-down arrow in the "Source Journal" field, "GNI" (General Journal Import) now exists in this program.

GL Account Inquiry Detail screen:



G/L Journal Inquiry/Print (glcjeing)

mn43359

If selecting *Find* and the number of found records is greater than 200 and you chose (N)o to the ""Do you wish to Continue?"" popup box that appeared, you could not access the found set unless you exited and reentered the program. This has been fixed.

Report Formatter Maintenance (glrptfmt) Report Formatter Print (glrptprt)

mn44420

This program has been modified so that you can have and print more than 30 account ranges.

YTD Budget Report (glytdbud)

mn42184

If the same PO number existed for multiple years, and the "Detail format option" field was "2 – column sensitive format" (on the 2nd screen of the *Report-opts* option), the PO's journal line description on the report was incorrect. This has been fixed so that the correct journal header displays for the Year, PO#.

mn43313

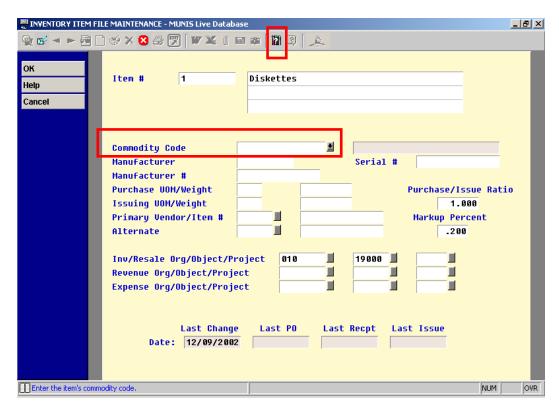
When running the report with a percentage amount in the "Include only accounts that exceed... of budget" field (screen 1 in the *Report-opts* option), the program now includes accounts that exceed the budget greater than 999.9% and less than 99999.9%. **Note:** If the account's exceeded amount is greater than 99999.9%, that account is not included in the report.

INVENTORY

Inventory Item File Maintenance (initmmst)

mn43811

When adding inventory items, the "Commodity Code" field correctly displays up to 16 digits when selecting from the *Help* popup box.



Pick Ticket (inticket)

mn44023

In some circumstances, this program produced a -263 error, and you were unable to post any tickets until the server rebooted. This error has been corrected.

mn44281

When selecting *Ticket* to print or spool tickets in your find set, the "Received By" field incorrectly displayed at the top of the next pick ticket page. This has been corrected and this field correctly displays at the bottom of each ticket page.

PAYROLL & PERSONNEL

Accrual Update (praccupd)

mn44083

Updated the program to force a space in the "YTD Earned" field and a zero in the "Available Balance" field of the employee records if "Earn accrual time based on hours paid" is check marked but no "period dates" or "required hours" are populated, when defining the accrual update.

Accrual Year End Processing (praceoy)

mn41939

Added an error message when trying to post to an accrual previously processed for End of Year (EOY): "Error - Employee accrual is already EOY processed".

Buffalo Time Entry (prtiment)

mn43699

- Previously, when records were added to the program consecutively, you were required to select the *Add* option upon each entry. The program has been modified and now when adding records consecutively, simply press <Enter> for the screen to clear, allowing for the next record to be added. This feature, which was brought back from the past, saves time and is more convenient.
- Modified the program to accept "Benefit Only" employees as well as "Active" employees.

Deduction/Benefit Master F/M (prdedmst)

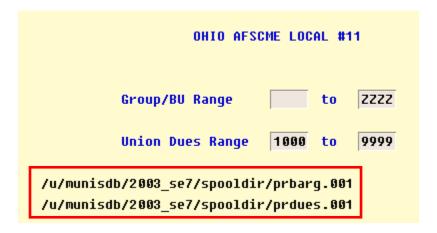
mn43824

- Changed the X=Exceptions side menu option to Exceptions.
- When deleting an exception for a deduction using the *Exception* feature, the program did not remove the check marks in the "Type" fields located on the 2nd Screen. With the check marks in the "Type" fields, the exceptions appeared to exist even after being deleted. The program has been updated to remove the checkmarks in the "Type" fields when an exception is deleted for a deduction.

Deduction Mag Media/Reports (prcumagm)

mn43825

Two separate mag media files are now created in Ohio AFSCME Local #11. Previously, the "prdues" data was sent to the "prbarg" file but two separate mag media files now exist.



Earnings/Deduction F/M (prpyrlfm)

mn43908

Previously, when adding a pay type an error message appeared if transaction logging was "On": "Line 328 sql statement error 535-already in transaction prpyrlfm". An error message no longer appears when a pay type is added even if transaction logging is "On".

Earnings/Deductions Proof (prpyddpf)

mn43622

Previously, when proof option "N – Detail Proof by G/L Acct" was selected and a specific "Org" range was defined, the Detail report included employees outside the range defined. Modified the program to report only the employees within the "Org" and "Location" range defined. The "Org" and "Location" ranges correspond to the primary Org and Location from the Employee Master.

Employee Accruals F/M (premacru)

mn43377

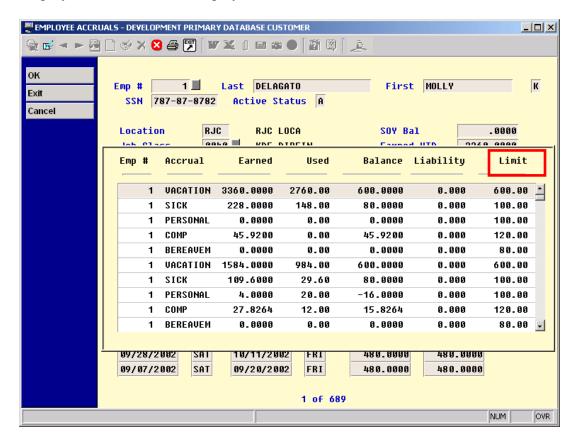
When adding or deleting an employee's accrual history record (using *History* side menu option), a record now appears in Audit History (prmaudit). Previously, only employee records that were updated appeared in Audit History.

mn43689

When an employee had more than 200 accrual history records and the scroll option was used, the program produced a 1326 error message - "An array variable has been referenced outside of its specified dimensions". The program has been modified to allow scrolling of up to 500 history records per employee.

mn44421

Modified the program for the "Actual Limit" amount (other than zero) to display in the "Limit" column of the *Browse* screen. If the "Actual Limit" field is zero, then the "Default Limit" from Employee Accruals screen displays in the "Limit" column of the *Browse*.



Employee Accruals Report (praccrpt)

mn44571

When running the Employee Accruals Report, if the "Show Totals" field is not check marked, the "Page break on location field" can now be check marked for generating a page break after each location on the report. The "Sort Order" field must be set to "By Location/Org/Name" in order to access the field. Previously, the field was not accessible and no page break would occur on the report.

Employee Deductions F/M (prempded)

mn43904

When a deduction has a Calc Code where the "Employee Amount" is not being stored in the employee's record (Employee Master), the "Employee Amount" now displays on the V=Date Browse screen.

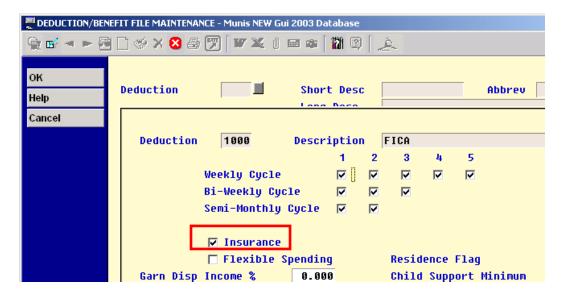
mn43905

Insurance deductions using calc code "19", "20" and "24" now display the "Employee/Employer Amt/Pct" automatically in the Employee Deduction F/M record. Other insurance deduction Calc Codes require the "Employee/Employer Amt/Pct" field to be manually entered.

This amount is for display-only and cannot be altered. The amounts are listed on the *I*st *Screen*, *Browse* (from the 1st and 2nd Screen), *Output* (from the 1st and 2nd Screen) and the Word/Excel exports.

mn43995

The ability to access and update the *Insurance* screen in Employee Deductions F/M is now available for all deductions other than calc code "22" and calc code "23", if the "Insurance" field is check marked on the 2nd Screen of Deduction/Benefit Master F/M. When calc codes other than "22" and "23" are used, the fields "Carrier", "Plan", "Coverage", "Levels" and "Monthly Premium" can be updated in the *Insurance* screen of Employee Deductions F/M.



Employee Evaluation (pmempeva)

mn43906

The "Scheduled Review" date is no longer required when adding an employee evaluation.

mn44288

The "Reviewer Number" field is now optional when adding or updating an employee record.

Employee Master F/M (prmaster)

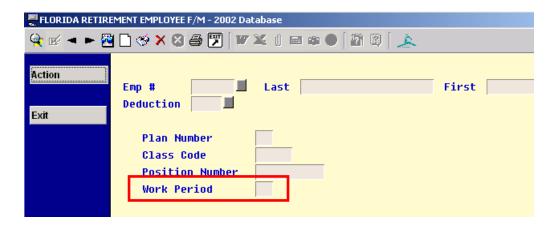
mn43693

A *Find* can now be performed in the "Orig Hire" field located on the 2^{nd} *Screen* of the Employee Master F/M.

FL Retirement F/M (prflmain)

mn43637

- A new field "Work Period" has been added to Florida Retirement Employee F/M. Use this field to list the employee's Work Period when it is different from all other employees (usually 12). If the Work Period for the employees is greater than "0", then the Work Period defined in this program is pulled to the mag media record. If the Work Period is not populated in this program, or listed as "0", the Work Period defined on the FL Retirement Report is used for the mag media. **Note:** The field should only be populated in this program if the employee's Work Period differs from all other employees.
- Modified the *Update* option to no longer allow the "Emp #" and "Deduction" to be altered in existing records.
- The employee's address on the report is now spaced properly.



FL Retirement Report/Mag Media (prflaret)

mn43637

The Florida Retirement Report has been modified to now use employee retirement records whose "Work Period" is greater than "0". If an employee's "Work Periods" is greater than "0", that number is used in the mag media report in this program. If the "Work Period" is not populated, or listed as "0", then data from FL Retirement F/M defaults into the mag media.

Generate Retro Pay (prsetret)

mn43928

Previously, an error message appeared when generating a retro pay even when no error occurred: "Error updating retro pay record – status". The error now appears correctly when an error occurs with the update and is more descriptive, listing the Employee Number, Job, Loc and Serial Number.

Job Class Code F/M (prjobcls)

mn43604

When doing a *Find* on all records and checking "No" to bring up all records, now all the records are not being pulled up. Previously, the first record was brought up but the *Browse* option pulled in all records.

Life Insurance Report (prlifein)

mn43606

The employee/employer amounts are now pulled from the Deduction Master when the Life Insurance Report is run with a deduction that has a Calc Code "01" or "03".

Mass Step Increases (prstpinc)

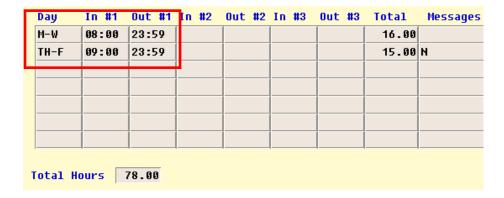
mn43375

When running the Mass Step Increase for a specific pay type, the report included all employees, even employees without the pay type, and listed them with a step increase. The program has been modified and only includes employees on the report with the specified pay type.

Master Work Schedule F/M (prwrkscd)

mn44305

The program has been modified to now allow 24-hour shifts for 1 day to be entered as 23:59 hours. Due to system restrictions, the program does not allow 24 hours to be listed. When entering 23:59 hours, the system automatically adds 1 minute to this time for the 24 hours to be regarded.



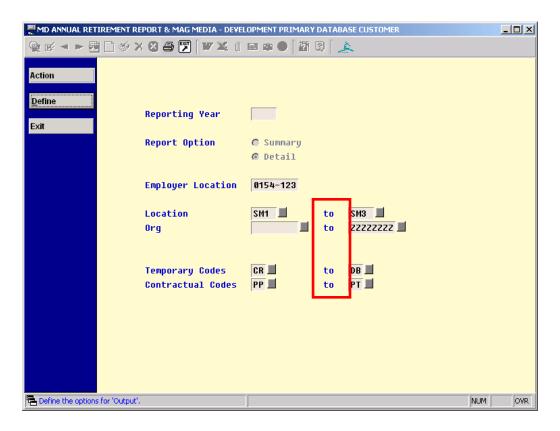
MD Retirement Report/Mag Media (prmdreti)

mn44854

Previously, the wages reported on the MD Retirement Report were the employee's retirement deduction gross, but should have been their Federal Income Tax gross according to the Maryland State Retirement Agency. The three "Contribution" range fields have been removed in the program and now only the recommended FIT deduction ranges appear on the report (3000 to 3010) in order to correctly display the FIT gross amount.

mn44427

- The "to" side of the range for "Temporary Codes" and "Contractual Codes" has been lined-up with the "Location" and "Org" ranges on the main screen.
- Previously, if an employee had multiple deductions, they would appear on the Maryland Annual Retirement report and mag media multiple times. The program has been modified to list each employee on the report/mag media once, with each employee's deductions combined.



NY Employee Ret RS2402 Rpt/Mag (prny2402)

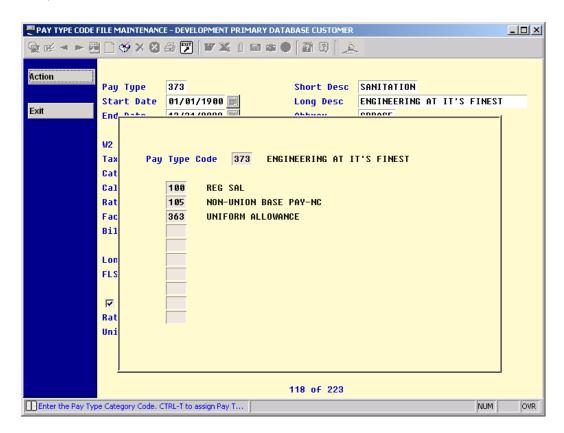
mn43694

The report has been modified to display a negative sign for negative amounts.

Pay Type Code F/M (prpaytyp)

mn44573

Up to 999 additional pay types can now be entered when using Calc Code "93" or Category code "D".



Payroll Date F/M (prdatefl)

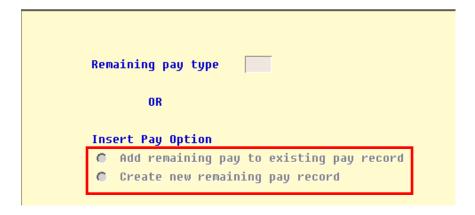
mn44187

Access this program in Employee Master F/M; select *Dates* side menu option. This program searches through various tables for dates entered in different programs related to an employee record. Previously, if any dates were null or blank, the employee record would not display. The program has been updated to display all records, with or without dates.

Pennies Build/Report/Move (prencumb)

mn43690

Pennies Build/Report/Move is menu option "4" in the MUNIS Payroll Encumbrancing program. Previously, when *View* was selected and defined, the *Move* side menu option screen had no descriptions under the "Insert Pay Option" field. Two new fields have been added for selection under the field: "Add remaining pay to existing pay record" and "Create new remaining pay record".



Pension Parameter F/M (pnparams)

mn43525

- The "Taxable" and "Non-Taxable" ranges under Pension Deductions are no longer required fields. If left blank, the fields now default with "0".
- The report & spool program name now coincides with the program menu name.

Position Control F/M (pmposctl)

mn43911

Entity code restrictions have been removed from Position Control F/M. Entity code restrictions may now be set in the PR System Admin Menu under PR ID Code Permissions.

Projection Contract Increases (prconinc)

mn43873

Previously, employees with vacant positions created within a projection were not being pulled into Projection Contract Increases. Modified the program, now vacant and active employees pull in whether they are added in Projections or the Employee Master live database.

Projection Position Control (pmposctl)

mn43873

When adding a pay frequency for a vacant position in the program, the "Primary Pay Frequency" in Projection Employee Master automatically defaults to "W"eekly.

Projection Step Increases (prstpinc)

mn43873

Previously, no employees pulled into the Projection Step Increases unless they also existed in the live Employee Master F/M. The program has been updated to pull active employees from Projections as well as the Employee Master F/M live database.

Tennessee Retirement F/M (prtnmain)

mn44298

It is now possible to add an employee record for employees subject to unemployment and not retirement. Simply tab to the "State Unemployment Account" field and the retirement fields default to "0". Previously, the system required that the retirement information be entered in order to add the employee's State Unemployment Account.

W-2 Forms Print (prw2prnt)

mn44851

- Updated program to recognize copied forms along with the master forms.
- The program has been modified to separate the employee's first and last name in separate fields on Forms 7600 and 9811. Previously, the employee's first and last name was combined in one field

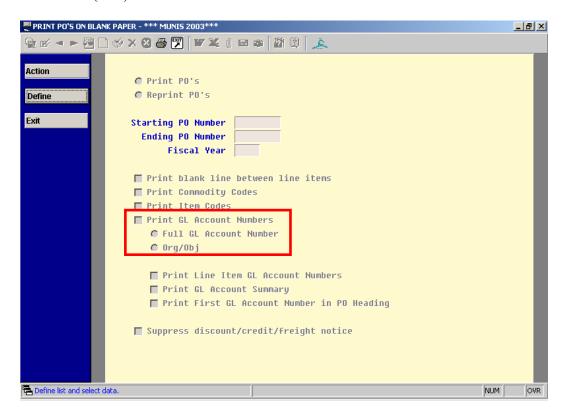
PURCHASING

Print PO's On Blank Paper (poprntpo)

mn42976

Previously, if the "Print GL Account Numbers" field was set to "N", you could still access the "Print first GL Account number in PO Heading" field. This has been corrected so that the cursor moves directly to the "Suppress discount/credit/freight notice" field.

In addition, if the "Print GL Account Numbers" field is checked ("Y"), you can choose from "Full GL Account" or "Org/Obj". You also can "Print line item GL account numbers", "Print GL Account Summery" and "Print first GL Account Number in PO Heading". Note: If none of the three above "Print..." fields are chosen, the ""Print GL Account Numbers" field defaults as unchecked ("N").



Requisition Approval (rqapprov)

mn43752

This program has been changed so that you no longer need to exit, then re-enter the program to view any changes made to a requisition (selecting <CTRL-T>).

Requisition Conversion (rqconvrt)

mn43752

This program has been changed so that you no longer need to exit, then re-enter the program to view any changes made to a requisition (selecting <CTRL-T>).

Requisition Entry (rqentpst)

mn43748

Previously, when using entity codes, the following situations occurred:

- 1. You could not *Find* on both requisition number and year.
- 2. If you added a requisition with a vendor "on-the-fly" and selected *Find* to search for the new requisition, when choosing the "Requisitions with Vendors" option from the popup box, the requisition was ""not found"".

These issues were corrected by the following:

- 1. When selecting *Find* then entering the year and requisition number as criteria and using entity codes, the requisition correctly displays.
- 2. After adding a requisition with a vendor "on-the-fly", if selecting *Find* to search for the new requisition and choosing the "Requisitions with Vendors" option from the popup box, the requisition correctly displays.

mn43949

When selecting *View Req* with vendor contact / fax information, the contact information only displays once on the report. In addition, when viewing multiple requisitions, all information correctly displays.

mn44510

Any updates to a requisition that had an available budget amount alerted you to enter the supervisor's ID. This has been corrected and you can perform any non-dollar updates to a requisition without an override needed.

In addition, you can update the detail line of a requisition already approved. **Note:** You are still prompted with a supervisor's ID if you choose to increase the dollar amount on a previously approved requisition.

mn44577

In the following scenario, if the "Holding current year open" field is set to "Y" and "Default year/period" field is set to the current year (in the GL PARAMETER MAINTENANCE program): If you enter a next year requisition in the REQUISITION ENTRY PROGRAM and select *Add line*, you will no longer see the error ""Unknown error on fetch . 100"".

PURCHASING

PROGRAM FER Number

mn44581

When updating a detail line of a requisition, the "Fixed Asset" field no longer changes.

mn44679

If you have a requisition with an inventory item, the "Issue Quantity Committed" field in the Inventory Item File Maintenance program (under *Location*) is updated correctly.

SYSTEM ADMINISTRATION

Spool File Maintenance (spsplmnt)

mn44174

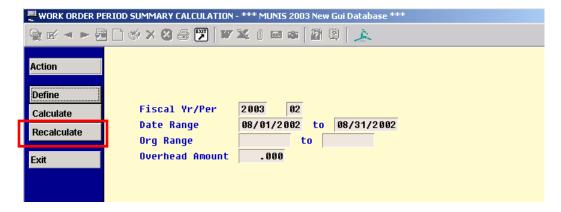
For MUNIS clients who run MUNIS on a Windows operating system instead of UNIX, the $Z=Print\ Range$ option now works correctly when the file contains a pipe symbol ("|").

WORK ORDERS

Period Summary (worptcal)

mn44895

The spool/print function no longer locks-up after a recalculation is done on a period summary.



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